From:	Racel Cota
To:	HR Liaisons; Department Secretaries; Eden Purchase Users
Cc:	Rick Kirkwood; Mary Harvey; Jennifer Tomaszewski; Division Heads-Management Personnel
Subject:	Fiscal Year 2023-24 is Open for requisitions
Date:	Saturday, July 15, 2023 5:55:17 AM
Attachments:	Open po report as of 063023A.xlsx Year End Memo 22-23 v2.pdf

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Good morning,

The new fiscal year (2023-24) is officially open and available for posting. You may begin entering requisitions and submitting invoices that are for the current fiscal year end.

All prior fiscal year PO's have been closed. If you have any prior fiscal year invoices > $1,000 (for FYE 22-23), you do not need a PO. Please note "FY 22-23" above the stamp and "No PO" in place of a PO number, obtain the appropriate approval signatures, and forward to AP (accountspayable@cityofsantamaria.org) as explained in the attached Year End Memo.

The attached Open PO Report FY 2022-23 is a listing of prior fiscal year POs that were closed out. Please refer to this report to determine the POs that may need to be created in the current fiscal year keeping in mind which ones are eligible for budget carryovers. Please contact Rick Kirkwood if you have any questions.

Lastly, the budget for the fiscal year 2023-24 has also been entered in Eden.

Please reach out to me if you have any questions.

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Kind regards,

Racel Cota

Racel Cota| Business Program Leader-Accounting Manager **|** City of Santa Maria

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